



Central Finance Officer

**Full-time hours 37 hours per week, Part-time will be considered, 25+ hours per week
Fixed-Term Contract (due to operational needs) until 31 December 2026,
All-year round contract (or Term time plus additional weeks if preferable to successful candidate)
Salary Scale Grade 12 (point 12 - 19) £28,598 - £32,061 FTE**

The Wessex Learning Trust is looking to recruit a Finance Officer to join our central team to support the general finance and administration functions of the Trust, and to carry out appropriate duties set by the Director of Finance to assist in delivering the annual and monthly financial timetable.

You will be required to have experience of working within a financial function, within the public sector in an educational setting. Experience of using known financial management systems, budgeting software and audit compliance controls will also prove valuable.

Candidates will need to demonstrate the following:

- Ability to manage a varied and complex workload delivering to set timescales.
- Experience of operating financial systems and procedures, including audit compliance controls.
- Excellent attention to detail to produce work of optimum accuracy.
- Excellent personal organisation and self-motivation.
- Drive and commitment to ensure the best service is provided to our Trust service users.
- Ability to liaise positively with staff, the Trust's customers, as well as peers, with a professional and friendly manner.
- A commitment to ensure the safeguarding of all young people across the Trust estate.

To apply for this position, please complete a support staff application form (available on our website) and a letter of interest for the attention of Mrs Nicola Windridge, Director of Finance, detailing your experience and impact to date and why you are the best candidate for the position. Completed applications should be returned to the address below, or by email to HR@wessexlearningtrust.co.uk

Closing date: 10 August 2026

Interview date: TBC

Early applications are encouraged; we reserve the right to close this advert prior to the closing date.

The Wessex Learning Trust is committed to safeguarding young people and promoting the welfare of children, and all staff appointed will undergo online checks and be required to undertake an enhanced Disclosure and Barring Service Check.